

City of Manchester, NH
Board of Fire Commissioners
Meeting Agenda

Scheduled Meeting Date: **Tuesday, September 10, 2013**

Scheduled Time & Place: **8:30 am – Central Fire Station**

Agenda Items:

- A. Moment of Silence
- B. Minutes of Previous Meeting
- C. Reports for the month (distributed at meeting)
 - 1. Current Roster
- D. Correspondence:
 - 1. Thank you letter from Londonderry Professional Fire Fighters
 - 2. E-mail correspondence regarding Gene Zizka occupant at Douglas Street
 - 3. Thank you from Palace Theatre
 - 4. Letter of thank you from the City of Manchester Highway
 - 5. Letter of thank you from Charlie Sherman
 - 6. E-mail from Brendan Burns regarding the Boot Drive
- E. Division Reports:
 - 1. Report from Chief James Burkush.
 - 2. Report from Deputy Chief Nicholas Campasano.
 - 3. Report from Deputy Chief Daniel Goonan.
 - 4. Report from District Chief Ed O'Reilly.
 - 5. Report of the Communications Division.
- F. Local #856 and/or MAFS business:
- G. Old Business
- H. New Business
- I. Executive Session (if warranted)

| ENGINE CO. 2 | | ENGINE CO. 3 | | ENGINE CO. 4 | | ENGINE & TRK. 5 | | ENGINE & TRK. 6 | | ENGINE & TRUCK 7 | | DIST. CHIEFS | |
|--------------|--------------------------|--------------|------|-----------------------|------|-----------------------|------|-----------------------|------|------------------------|------|---------------------|------|
| No. | Name | No. | Name | No. | Name | No. | Name | No. | Name | No. | Name | No. | Name |
| 1 | Katejulis, Lt. Nicholas | | | | | | | | | | | | |
| 11 | Doucet, Mark | | | Battey, Lt. Mark | | O'Rourke, Lt. Daniel | | Plante, Capt. Richard | | Fluery, Lt. David | | Poulin, Alfred DC | |
| 21 | Sinotte, David | | | Pinard, Brian | | Ducharme, Roland | | Wong, Kenneth | | Provencher, James | | | |
| 31 | Lopez, Jon | | | Brassard, Paul | | Provost, L. Christian | | Ouellette, Ryan | | Grover, Christopher | | | |
| 41 | | | | | | Brassard, Scott | | Ellison, Christopher | | Mills, David | | | |
| 51 | | | | | | Knight, Lt. Kevin | | | | Boudreau, Lt. Peter | | | |
| | | | | | | | | | | Charpentier, Joshua | | | |
| 2 | Pierson, Capt. Charles | | | Burkush, Capt. John | | Smith, Lt. Mike | | Allard, Lt. Michael | | Roy, Lt. Leo | | Corbett, R. DC | |
| 12 | Devan, William | | | Lawrence, Peter | | Siemski, Robert | | Deleault, Matthew | | Aboshar, Jeffrey | | Pelletier, M. DC | |
| 22 | Bouthiette, Adam | | | Biron, Robert | | Morin, Charles | | Quick, David | | Simmons, Ryan | | | |
| 32 | Roy, Edward | | | | | Ducharme, Gary | | Shea, Matthew | | Lang, David | | | |
| 42 | Lt. Denis Pinard | | | | | | | | | Jay, Lt. David | | | |
| 52 | | | | | | | | | | Monroe, Todd | | | |
| 3 | Sullivan, Lt. Daniel | | | Jette, Lt. Glenn | | O'Neil, Capt. Brian | | Ameen, Lt. Ed | | Beaudet, Lt. Bob | | Ganache, Michael DC | |
| 13 | Allen, Kelly | | | Garrity, Patrick | | Boucher, Paul | | Ganache, Richard | | Janelle, Kirt | | | |
| 23 | Lescatre, Michael | | | Brackett, Adam | | Fitzgerald, Ryan | | Robinson, Gabriel | | Morgage, Timothy | | | |
| 33 | Frangos, Danny | | | | | Shelton, Jason | | Swirko, Timothy | | Ouellette, Jeffrey | | | |
| 43 | | | | | | | | | | Nelson, Lt. Ken | | | |
| 53 | | | | | | | | | | Principe, TJ | | | |
| 4 | Gosselin, Lt. Robert | | | Brassard, Lt. Michael | | Paquette, Lt. Brian | | Desruisseaux, Lt. S | | McGahey, Capt. Richard | | Michael, DC James | |
| 14 | Biron, Joseph | | | White, William | | McCafferty, Joseph | | Welch, Robert | | Laberge, Dan | | | |
| 24 | Rumfelt, John | | | Osborn, Matt | | King, Paul | | Koslosky, Jay | | Perkowski, Gary | | | |
| 34 | Swanson, Michael | | | | | Millard, Carl | | McCulloch, Nikolas | | Maylone, Robert | | | |
| 44 | | | | | | | | | | Proulx, Lt. Ken | | | |
| 54 | | | | | | | | | | Hood, Brad | | | |
| ENGINE CO. 8 | | ENGINE CO. 9 | | ENGINE 10 | | ENGINE CO. 11 | | TRUCK 1 | | RESCUE CO. 1 | | | |
| No. | Name | No. | Name | No. | Name | No. | Name | No. | Name | No. | Name | No. | Name |
| 1 | Lawrence, Lt. Mark | | | Veilleux, Lt. Leo | | Chouinard, Lt. Gregg | | Martineau, Capt. Hank | | Chiasson, Lt. Max | | | |
| 11 | Robidoux, David | | | Phelps, Witty | | Goupil, Steven | | Higgins, Mark | | Cote, Paul | | | |
| 21 | Hatfield, Charles | | | Collins, Dennis | | Philibotte, Steven | | Cote, Jason | | Guay, Josh | | | |
| 31 | | | | Denholm, Kurt | | Wescott, Sean | | Poulin, Nick | | Wilkinson, Jeff | | | |
| 41 | | | | Russo, Joseph | | | | | | | | | |
| 2 | Fitzpatrick, Lt. Richard | | | Iverson, Lt. Adam | | Starr, Lt. Jon | | Prince, Lt. Ken | | Flanagan, Capt. Joseph | | | |
| 12 | Glickman, Ronald | | | Meehan, Michael | | Knight, Keith | | Foley, John | | Bagley, Joshua | | | |
| 22 | Duval, Jeff | | | Pingree, Brennan | | Aramini, Timothy | | Monroe, Joel | | Biron, Andre | | | |
| 32 | | | | Michael, Joseph | | Rouleau, Jason | | Gelinas, Gregg | | Sheatler, Paul | | | |
| 42 | | | | | | | | | | | | | |
| 3 | Butts, Capt. Joseph | | | Morin, Lt. Robert | | Merrill, Capt. Scott | | Healey, Lt. Kevin | | Parent Lt. Andre | | | |
| 13 | Briggs, Jonathan | | | Senecal, Matt | | Leaf, Michael | | McNeil, James | | Plantier, Robert | | | |
| 23 | Laroche, Stephen | | | Skora, Eric | | Healy, Kevin | | Levasseur, Denis | | Langley, James | | | |
| 33 | | | | Bodner, Daron | | Burkush, TJ | | Ganache, Chad | | Monnelly, Andrew | | | |
| 43 | | | | | | | | | | Lenay, Lt. Brian | | | |
| 4 | MacDowell, Lt. Jeff | | | Patten, Capt. David | | Kelly, Lt. James | | Couture, Lt. John | | Frangos, Lt. Peter | | | |
| 14 | Polvin, Thomas | | | Beaudin, Joseph | | Bolduc, Gregory | | French, Brett | | Defina, Thomas | | | |
| 24 | Philbert, Adam | | | Pelletier, Richard | | Rheault, Michael | | Joy, Corey | | Barton, Steven | | | |
| 34 | | | | Keller, Joseph | | Lang, Ryan | | McGaffigan, Michael | | Gelinas, Keith | | | |
| 44 | | | | | | | | | | | | | |



Londonderry Professional Fire Fighters
International Association of Fire Fighters

Local 3160

P.O. Box 783
Londonderry, New Hampshire 03053



Chief Burkush,

Thank you very much for providing Truck 7 to assist our Truck 1 with the flag detail during the Honor Flight Send-Off this past Sunday.

It was a huge success and made for a very special morning for about thirty WWII veterans. There is no comparison between the Logan send-off and the MHT send-off anymore; we blow them out of the water.

Your members showed up at 0500, led by Lt. Boudreau, motivated and eager to assist us. As you are aware, this is the second time we have requested and been granted permission from you and your DC's on the utilization of Truck 7. The two Trucks had the flag raised in no time and the send-off went off without a hitch.

The Honor Flight program is fully supported by Chief O'Brien, as his father is a WWII vet and retired Londonderry Firefighter. Having the support from both him and yourself, makes pulling these send-offs a breeze and all the more worth-while. More importantly, it is the right thing to do for our WWII heroes.

Please pass my sincere thanks on to DC Corbeil, DC Poulin, Lt. Boudreau, Kirt Janelle and Bob Beltz. Truck 7 did an awesome job.

I hope to continue these send-offs in the future with MFDs assistance and cannot thank you enough, Chief.

Respectfully Yours,

Bo Butler
President-Local 3160

Miccio, Linda

From: Gamache, Michael
Sent: Saturday, June 01, 2013 11:53 AM
To: Miccio, Linda
Subject: RE: Douglas Street 5-28-2013

Thank you for sharing this Linda, as always the boys did a hell of a job

District Chief Michael N. Gamache
Manchester Fire Dept.
100 Merrimack St.
Manchester, NH 03101
603-669-2256 office
603-669-7707 fax

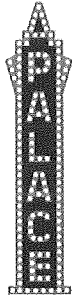
Arson Tipline
603-644-FIRE
Manchester Fire Department

From: Miccio, Linda
Sent: Wednesday, May 29, 2013 1:21 PM
To: Allard, Michael; Ameen, Edward; Barton, Steven; Battey, Mark; Beaudet, Robert; Beltz, Robert; Blue, Christopher; Bolieau, Paul; Boudrea, Peter; Brassard, Michael; Burkush, James; Burkush, John; Burns, Brendan; Butts, Joseph; Cady, Mitchell; Campasano, Nicholas; Chiasson, Max; CHOUINARD, Gregg; Clarke, John; Corbeil, Robert; COUTURE, JOHN; Doucette, Paula; Field, Robert; Fitzpatrick, Richard; Fitzpatrick, Lynn; Flanagan, Joseph; Flurey, Dave; Fosher, Jon; Foster, Keith; Franggos, Peter; French, Brett; Gamache, Michael; Gillis, Vincent; Goley, Jeffrey; Goonan, Daniel; Gosselin, Robert; Gromko, Amanda; Healey, Kevin; Holdredge, Kevin; Iverson, Adam; Jay, David; Jette, Glenn; Kafajelis, Nicholas; Kelly, James; Knight, Kevin; Lacey, Jay; Lawrence, Mark; LeMay, Brian; Lemieux, Christina; Lennon, Peter; MacDowell, Jeffrey; Martineau, Henry; McGahey, Richard; McLaughlin, Richard; Meehan, Mike; Merrill, Scott; Miccio, Linda; Michael, James; Morin, Robert; Morin, Michelle; Nowe, John; O'Neil, Brian; O'Reilly, Edward; O'Rourke, Daniel; Palmer, Steve; Paquette, Brian; Parent, Andre; Pariseau, Gary; PATTEN, David; Pelletier, Mark; Pierson, Charles; Pinard, Dennis; Plante, Richard; Potvin, Thomas; Poulin, Alfred; Prince, Kenneth; Proulx, Ken; Rippey, Donald; Rivard, Jody; Roy, Leo; Silkman, Scott; Smith, Mike; Soderberg, Kris; Starr, Jon; SULLIVAN, Daniel; Talbot, Phil; Vallee, Denise; Veilleux, Leo; Walley, Jessica; Welch, Robert; Wheeler, Susan; William, John
Subject: Douglas Street 5-28-2013

I received a phone call from Gene Zizka occupant of Douglas Street. He called to commend the fire department for saving his belongings at yesterday's fire.

Linda L. Miccio
Business Administrator
City of Manchester Fire Department
100 Merrimack Street
Manchester, New Hampshire 03101

603-669-2256 X3212
lmiccio@manchesternh.gov



New Hampshire's
PALACE THEATRE

Where the arts come alive!

June 10, 2013

Chief James Burkush
Manchester Fire Department
100 Merrimack St.
Manchester, N.H. 03101

Chief Burkush,

Thank you so much for your work on the Palace Theatre Wine Event. It was held on May 31, 2013 and was extremely successful in raising funds for the historic Palace Theatre.

Holding the Wine Event outdoors makes it a very detailed, laborious event. I was new to this event and I have to say that all the permitting in the City of Manchester went very smoothly! I appreciate you making my job easier.

Sincerely,

Jayna Stevens
Wine Tasting Chair
Palace Theatre
Development Assistant
80 Hanover St.
Manchester, N.H. 03101

Kevin A. Sheppard, P.E.
Public Works Director

Timothy J. Clougherty
Deputy Public Works Director

Peter D. Capano, P.E.
Chief of Parks, Recreation & Cemetery



Commission
Robert Blaisdell, Chairman
George "Butch" Joseph, Clerk
Andrew Manning
William Craig
Richard E. Powers

CITY OF MANCHESTER
Highway Department
Parks, Recreation & Cemetery Division

July 22, 2013

Chief James Burkush
Manchester Fire Department
100 Merrimack St.
Manchester, NH 03101

Dear Chief Burkush,

On behalf of the City of Manchester Parks and Recreation Division, I would like to thank you and your Department once again for the assistance provided for our 2013 Independence Day Celebration at Arms Park.

Please convey our gratitude to your staff for their services and I look forward to working with your Department in the future.

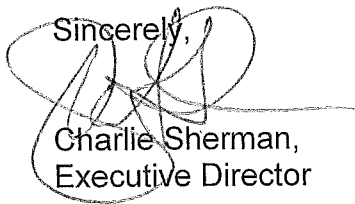
Sincerely,

R. Andrew Vachon
Recreation Enterprise Manager

Dear Jim,

I wanted to send you a note to express my sincere gratitude for assisting New Horizons for NH during the recent water main break. Without the Manchester Fire Department, we would have never moved through the crisis and returned our facility to good working order so quickly and expediently. We appreciate your efforts and the efforts of your department.

Sincerely,

A handwritten signature in black ink, appearing to be "Charlie Sherman", written over the printed name and title.

Charlie Sherman,
Executive Director

cc The Honorable Theodore Gatsas, Mayor

Burkush, James

From: Burns, Brendan
Sent: Saturday, August 03, 2013 10:48 AM
To: Burkush, James; Goonan, Daniel
Subject: PR update

Chief,
just a quick update the boot drive raised just under \$4,000 for MDA. Also the pizza party at HQ was very well received. Special thanks to Mike Leafe and Group 4 for playing tour guide. The lady that won it cant say enough about the department.
Thanks for the assistance!
BB

8/5/2013

**City of Manchester, New Hampshire
Board of Fire Commissioners**

Minutes of the Regular Monthly Meeting

Date: Tuesday, September 10, 2013

Location: Central Fire Station-100 Merrimack Street

Board Members Present: Commissioners Paul Harrington, Verna Perry and Anthony Puzzo. Commissioner Timothy DiVenuti absent. The meeting was called to order at 8:35 am.

Present: Chief Burkush, Deputy Chiefs Campasano and Goonan, District Chief O'Reilly, Jody Rivard and Linda Miccio.

A moment of silence was observed.

Minutes of the Previous Meeting:

Motion to accept minutes - Perry/Puzzo

Correspondence:

Division Reports:

Chief Burkush reported on the following:

- Reporting that Captain Brendan Burns of Station 9 has done an outstanding job organizing PR events, i.e., Boot Drive, Hockey and Fisher Cats.
- FY 2014 budget is currently tracking a deficit of \$200,000.00 due in part to cover long term injured/sickness.
- New pumper will be in service in November.
- Announced a new format for Fire Prevention Week - The Fire Instructors and Officers Association of NH and the Manchester Fire Department Fire Prevention Bureau will join forces to combine the NH 9-11 Memorial Stair Climb and the MFD's annual Fire Prevention Week Kick-Off on October 6, 2013 at 1000 Elm Street in Manchester. See attached flyer.
- Due to poor attendance and escalating costs, the annual parade will be suspended for the time being. Chief Burkush commended Commissioner Verna Perry for her long time support of the annual parade.
- Station 4 project is completed.
- Emergency Generator project is complete and ready to meet energy needs of Headquarters in the event of power failure.

- Deputy Campasano is currently working on a grant for a Command Vehicle. It was noted that the vehicle would have been an asset at recent incidents involving a shooting and gas explosion.
- Zetron installation to begin in the near future.

Training Division Report:

See attached report.

Deputy Chief Goonan reported on the following:

- Discussion of sick leave issues that resulted in discipline
- Meeting scheduled with MPD to discuss hostile patients at medical calls.
- Meeting scheduled with E-911 to discuss dispatching concerns.
- Discussion regarding no funding to repair major roof issues at Station 8 and kitchen repairs in some stations.

Fire Prevention Bureau Report:

See attached report.

Communications Report

See attached report

Old Business:

None to discuss.

New Business:

- Commissioner Harrington announced Commissioner Colin Manning's intent to step down as Fire Commissioner.

Next meeting scheduled for October 8, 2013 8:30 am

Executive Session: Not necessary

Adjournment: 9:14 am on a motion by Puzzo/Perry

Transcribed by Linda Miccio

Respectfully submitted,

Verna Perry, Commissioner

DIVISION REPORT

DEPUTY CHIEF CAMPASANO

SEPTEMBER 10, 2013

TRAINING DIVISION

EMPLOYEE SELF-DEVELOPMENT

Department personnel participated in the following training programs offered through the Training Division:

| | | | |
|---------------------------------|-----------|---------------|-------------------|
| ■ Clandestine Lab Awareness | 1 class | 9 attendees | 27 contact hours |
| ■ 2013 EMT Refresher – Mod 4 | 8 classes | 195 attendees | 780 contact hours |
| ■ Hazmat Awareness & Operations | 8 classes | 169 attendees | 338 contact hours |
| ■ OSHA Safety Awareness | 8 classes | 181 attendees | 181 contact hours |

A captain level promotional exam was held on June 5th. There were 20 candidates signed up to participate in this promotional process, which consisted of a written and practical exam. Thirteen members passed the exam and will remain on the promotional eligibility list until July 1, 2015.

IN-HOUSE COMPANY TRAINING PROGRAM

Companies continue to formally document their company level in-house training. May training hours for each company:

| | |
|--------------------|-------------|
| ■ Station 2..... | 27.50 hours |
| ■ Station 3..... | 22.25 hours |
| ■ Station 4..... | 00.00 hours |
| ■ Station 5..... | 23.00 hours |
| ■ Station 6..... | 29.00 hours |
| ■ Station 7..... | 17.00 hours |
| ■ Station 8..... | 25.00 hours |
| ■ Station 9..... | 35.50 hours |
| ■ Station 10 | 23.00 hours |
| ■ Engine 11 | 24.00 hours |
| ■ Truck 1 | 35.50 hours |
| ■ Rescue 1..... | 29.50 hours |

The average training hours per company for the month of **May** were **24.27** hours. The average training hours per company for the month of April were 19.25 hours.

June training hours for each company:

| | |
|--------------------|-------------|
| ▪ Station 2..... | 30.50 hours |
| ▪ Station 3..... | 28.50 hours |
| ▪ Station 4..... | 00.00 hours |
| ▪ Station 5..... | 33.00 hours |
| ▪ Station 6..... | 36.50 hours |
| ▪ Station 7..... | 00.00 hours |
| ▪ Station 8..... | 24.00 hours |
| ▪ Station 9..... | 29.50 hours |
| ▪ Station 10 | 25.50 hours |
| ▪ Engine 11 | 36.50 hours |
| ▪ Truck 1 | 33.00 hours |
| ▪ Rescue 1..... | 01.00 hours |

The average training hours per company for the month of **June** were **23.16** hours. The average training hours per company for the month of May were 24.27 hours.

July training hours for each company:

| | |
|--------------------|-------------|
| ▪ Station 2..... | 21.50 hours |
| ▪ Station 3..... | 18.80 hours |
| ▪ Station 4..... | 00.00 hours |
| ▪ Station 5..... | 25.00 hours |
| ▪ Station 6..... | 29.00 hours |
| ▪ Station 7..... | 00.00 hours |
| ▪ Station 8..... | 18.00 hours |
| ▪ Station 9..... | 29.00 hours |
| ▪ Station 10 | 28.00 hours |
| ▪ Engine 11 | 23.00 hours |

- Truck 126.50 hours
- Rescue 1.....00.00 hours

The average training hours per company for the month of **July** were **18.23** hours. The average training hours per company for the month of June were 23.16 hours.

August training hours for each company:

- Station 2.....28.50 hours
- Station 3.....28.00 hours
- Station 4.....00.00 hours
- Station 5.....32.75 hours
- Station 6.....29.00 hours
- Station 7.....00.00 hours
- Station 8.....17.50 hours
- Station 9.....32.00 hours
- Station 1030.50 hours
- Engine 1135.00 hours
- Truck 140.50 hours
- Rescue 1.....00.00 hours

The average training hours per company for the month of **August** were **22.81** hours. The average training hours per company for the month of July were 18.23 hours.

HOMELAND SECURITY

The department continues to work on the station alerting grant. The department will be utilizing an existing contract between Zetron and the State of New York. The equipment costs have been determined according to the contract; however the department is awaiting an estimate of technician costs for the configuration of the system. The US Fire Administration has provided the department with a grant extension through December 24, 2013. It is anticipated that the project will be completed well in advance of that date.

The department has released a request for sealed bids for the grant funded command vehicle. Bids will be opened at 10 AM on October 4th. It is anticipated that, once awarded, the vehicle will be completed in approximately six months.

Approval was received from the EPA for both grant-funded fiber optic projects. These projects will complete two redundant fiber loops on the east and west sides of the city. Once completed, these loops will ensure connectivity between fire stations and other city infrastructure in the event the fiber cable is cut or disrupted along its route. The west side loop project is in progress, while the east side loop is being put out to bid.

Intertech Associates is continuing its work on the joint radio feasibility study for the cities of Manchester and Nashua. A preliminary "Findings and Recommendations" report was issued in July and the final report is currently being completed. The department of Homeland Security has provided both cities with a time extension of February 2014 in which to complete this radio study project.

EMERGENCY MANAGEMENT OPERATIONS

LOCAL EMERGENCY PLANNING COMMITTEE

The LEPC met on May 30th. The minutes for that meeting are attached to this report. The LEPC also met on July 18 and August 22. The agenda and minutes for the July 18 meeting are attached to this report, as well as the agenda for the August 22 meeting. The minutes for the August meeting will be attached to next month's report. The committee will be finalizing the Hazardous Material Commodity Flow Study report, which is now in draft form. Once completed, this report will be placed into the City's Emergency Operation Plan as an annex.

SOUTHERN NEW HAMPSHIRE REGION COMMUNITY PREPAREDNESS PROGRAM

The SNHRCPP committee met on June 28 and August 26. The Agenda for both meetings and the minutes of the June 28 meeting are attached to this report. The committee is currently working on producing a preparedness video, which will be released to each member community for use on their public access cable channels. Our fire prevention bureau and Manchester Community Television is assisting in developing the video. A press release, which was put out by Southern New Hampshire Planning Commission, was developed for September preparedness activities and sent to media outlets and is attached to this report. Meetings with communities have been scheduled for September 16, 18 and 20 to provide configuration guidance to them for use of the LED message boards. It is anticipated that all LED boards and associated equipment will be given to the communities upon their attendance of a configuration meeting.

EMERGENCY SHELTER COMMITTEE

A meeting of the Manchester Emergency Shelter Committee was held on August 29th. A copy of the agenda for that meeting is attached to this report. All school walk-throughs have been completed and the committee will begin to create a draft shelter plan annex to the City's emergency operations plan.

EMERGENCY MEDICAL SERVICES

The department has completed purchasing pulse-oximeters for all response apparatus. These units are being reviewed with department personnel during this month's EMT refresher training program and will then be placed in service. Refresher training programs are being scheduled for department paramedics, intermediates and advanced EMTs. These programs will be completed before the 2013 National Registry recertification cycle ends. The current EMT-basic refresher training program is scheduled to be completed in October. This will complete EMT refresher training until 2015.

AMBULANCE CONTRACT

The department continues to meet with AMR and our medical resource hospital for monthly quality review meetings. An invitation was extended to Catholic Medical Center to join in the review meetings, which they accepted. The next meeting is scheduled for September 12 and both hospital emergency medical services coordinators will be participating. The meeting agendas for the July and August review meetings have been attached to this report.

**City of Manchester
Local Emergency Planning Committee**

Meeting Minutes

**May 30, 2013
3:00 PM**

**Manchester Fire Department
Manchester, NH 03101**

Manchester Local Emergency Planning Committee (MLEPC) members present:

- Marc J. Duquette – Velcro,
Chairperson
- Nick Campasano – MFD
- Shawn Bolduc – Dartmouth
Hitchcock
- Phil Alexakos--Manchester Health
Department, Secretary
- Denise Vallee – MFD
- Bob Goldthwaite – Comcast
- Susan Brown – Nylon Corp.
- Jillian Harris – SNHPC

I. Meeting was called to Order by the Chair at 3:09pm

II. Minutes from the Annual Meeting on February 21, 2013 were accepted and approved unanimously with one abstention (motion by Bob Goldthwaite and seconded by Susan Brown).

III. Commodity Flow Study (CFS) Update

Jillian Harris reported that the SNHPC was finishing the CFS for the City LEPC to review. The CFS analysis includes reading truck placards to determine overall risk but not necessarily what the chemicals are being transported. Additionally, a rail assessment (Guilford Rail) is going to be conducted to assess that important pathway. In terms of hazard assessment and mitigation the SNHPC will identify and map all “critical infrastructure (schools, childcare, institutions and other vulnerable facilities) for planning purposes. She also reported that the City has secured a “continuation grant” to allow for the completion and expansion of the work of the LEPC.

IV. Commodity Flow Study Maps and Hazard Analysis

Jillian presented the color coded maps which illustrated the highly travelled routes in and around the city (I-93, I293, DW Highway/Hooksett Rod, South Willow St. At this time the data is in aggregate and does not specify the type or risk associated with each route. SNHPC was able to obtain 32/70 responses from Tier II and the Transportation survey.

Members suggested that we select the “worst actor” chemicals and follow their pathways in and around the city. The chemicals of interest include: sulfuric acid, diesel, lead acetate, propane, #2 Fuel oil, ammonia (aqueous), argon, aviation turbine fuel, ethylene oxide, nitrogen (gas/liquid), gasoline, sodium hydroxide and solvents.

**City of Manchester
Local Emergency Planning Committee**

Meeting Minutes

May 30, 2013

3:00 PM

**Manchester Fire Department
Manchester, NH 03101**

Hazard, Vulnerability, Planning, and Response should be considered for each compound or type of compound; keeping in mind that the state of matter, liquid or gas will affect the process.

Some of the grant money may fund laptop computers with data and data analysis software, GIS, Cameo etc. for the sole use of the members of the LEPC. An information request will be made to Les Cartier for the most current reporting data from NH DES.

Phil asked about the sensitivity of the analysis and whether or not it would be subject to RSA 91A "Right to Know". Chief Campasano indicated that the data is public information as are the meetings but the LEPC had decided to institute a form request for retrieving information. This would give the LEPC the ability to screen those who were seeking sensitive information from the committee.

V. New Business and Events

The intention moving forward is to identify "facilities of concern" and go chemical by chemical using CAMEO to model events and to identify appropriate planning buffers and setbacks based on different scenarios. The group intends to "rank" chemicals by hazard class.

It was also noted that the LEPC needs to actively recruit Tier II participants. A draft recruitment letter should be crafted and distributed for the LEPC to review. Marc, Nick and Susan agreed to develop the letter as well as reviewing Tier II information and data. This will be known as the Outreach Subcommittee. This group will also work to identify issues with and barriers to electronic submission. This group will meet separately to address these issues.

The group strongly suggested that the next meeting be a "hands on" CAMEO workshop. The SNHPC will send a range of dates for members to select from so that LEPC members can stop by to practice with the tool.

Nick reported that the Board of Mayor and Aldermen officially recognized the LEPC.

**City of Manchester
Local Emergency Planning Committee**

Meeting Minutes

**May 30, 2013
3:00 PM**

**Manchester Fire Department
Manchester, NH 03101**

- a. **Date for Next Meeting** – TBD– Manchester Fire Dept. for CAMEO Workshop
- b. **Tasks to be Completed for Next Meeting** –Outreach Subcommittee recruitment letter and list, updates on CFS, Hazard and Vulnerability Assessments, Preliminary CAMEO information (ranking of chemicals).

VI. Adjourn – 4:06 PM (motion by Phil, Seconded by Susan)

**City of Manchester
Local Emergency Planning Committee
(MLEPC)**

Agenda

**July 18, 2013
3:00 PM**

**Manchester Fire Department
100 Merrimack St.
Manchester, NH 03101**

- I. Welcome and Minutes
 - Susan Brown, Vice Chair
- II. Scenario Planning
 - Nick Campasano, MFD
 - Jillian Harris, SNHPC
- III. Next Steps, New Business and Events
- IV. Conclusion
 - Date for Next Meeting
 - Tasks to be Completed for Next Meeting
- V. Adjourn

~All MLEPC Meetings are open to the public. For questions, special accommodations or directions, please call Jillian Harris, SNHPC 669-4664, jharris@snhpc.org ~

**City of Manchester
Local Emergency Planning Committee**

Meeting Minutes

**July 18, 2013
3:00 PM**

**Manchester Fire Department
Manchester, NH 03101**

Manchester Local Emergency Planning Committee (MLEPC) members present:

- Nick Campasano – MFD
- Phil Alexakos - Manchester Health Department, Secretary
- Denise Vallee – MFD
- Bob Goldthwaite – Comcast
- Jillian Harris – SNHPC
- Rick Plourde - PSNH

- I. Meeting was called to Order by the Acting Chair Phil Alexakos(Secretary) at 3:11pm
- II. Minutes from the Meeting on May 30, 2013 were accepted and approved unanimously (motion by Bob Goldthwaite and seconded by Denise Vallee).

III. Cameo/ALOHA/Marplot

Jillian Harris and Nick Campasano compiled and distributed a list of 6 chemicals from the Tier 2 reports for Manchester. They also distributed a Tier 2 “cheat sheet” which provided explanations of several acronyms and variables. Nick led the attendees through the process of selecting a site and plotting it on marplot and then linking the location to its “Chemical Record”. This record and location can then be used for the following purposes: 1) Scenario planning (using Cameo) either a)“Screening” using EPA “Worst Case Scenario” or b)” Scenario “with flexible parameters;; 2) Response to an actual event (using ALOHA) with additional details being provided including weather, leak type, terrain.

These applications are loaded onto LEPC equipment or can be downloaded from EPA for use at your desktop. The facility and chemical files will be available to the group as well for future assignments and analysis.

IV. Future Activities

The intention moving forward is to identify “facilities of concern” and go chemical by chemical using CAMEO to model events and to identify appropriate planning buffers and setbacks based on different scenarios. The group intends to “rank” chemicals by hazard class.

The LEPC members should practice completing analysis using the above mentioned platforms, as practice and regular use are key to proficiency. The development or acquisition of a “how-to-guide” would be most helpful!

**City of Manchester
Local Emergency Planning Committee**

Meeting Minutes

**July 18, 2013
3:00 PM**

**Manchester Fire Department
Manchester, NH 03101**

Once the Hazard Assessment and analysis is completed, and like LEPC's in other parts of the country, the LEPC should work to educate the public about the expectations of them during a hazardous materials incident ("shelter in place" or "evacuate") and not confusing them with chemical by chemical information. It is also important to map and message to vulnerable populations in the "planning zones" around industry facilities which have been determined to be a potential hazard based on the analysis. Utilizing GIS and existing communications platforms will aide in the identification of and dissemination to these entities (schools, long-term care, medical, congregate facilities).

- a. **Date for Next Meeting** – August 22, 2013– Manchester Fire Dept. for additional CAMEO/ALOHA Work
- b. **Tasks to be Completed for Next Meeting** –Outreach Subcommittee recruitment letter and list, updates on CFS, Hazard and Vulnerability Assessments, Additional CAMEO information (ranking of chemicals), facility and chemical files to be sent out for member practice.

V. **Adjourn** – 4:22 PM (members were welcomed to stay to use the software)

**City of Manchester
Local Emergency Planning Committee
(MLEPC)**

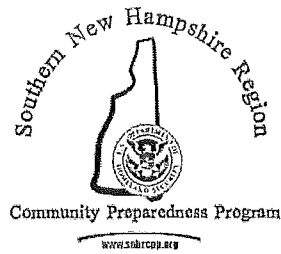
Agenda

**August 22, 2013
3:00 PM**

**Manchester Fire Department
100 Merrimack St.
Manchester, NH 03101**

- I. Welcome and Minutes
 - Susan Brown, Vice Chair
- II. Vacant Chair Position
 - Susan Brown, Vice Chair
- III. Commodity Flow Study – First Draft Review
 - Jillian Harris, SNHPC
- IV. Vulnerability Assessment Scenarios
 - Jillian Harris, SNHPC
- V. Next Steps, New Business and Events
- VI. Conclusion
 - Date for Next Meeting
- VII. Adjourn

~All MLEPC Meetings are open to the public. For questions, special accommodations or directions, please call Jillian Harris, SNHPC 669-4664, jharris@snhpc.org ~



Southern New Hampshire Region Community Preparedness Program

June 28, 2013
10:00 am

Southern New Hampshire Planning Commission Offices
438 Dubuque St.
Manchester, NH 03102

AGENDA

- 1. Welcome and Minutes** – Jillian Harris, SNHPC
- 2. Emergency Message Boards Update** – Deputy Chief Nick Campasano, Manchester Fire Dept.
- 3. Regional Coordinating Council (Bioguys) Hazard Vulnerability Assessment**
 - Phil Alexakos, Chief of Environmental Health and Emergency Preparedness, Manchester Health Dept.
- 4. Plan Implementation Updates** – Jillian Harris, Regional Planner, SNHPC
- 5. Next Steps**
- 6. Adjournment**



**Minutes of the Southern New Hampshire Region
Community Preparedness Program Committee Meeting**

Held on June 28, 2013

At the Southern New Hampshire Planning Commission Offices,
438 Dubuque Street, Manchester, New Hampshire

MEMBERS PRESENT

| | | |
|-------------------|---|--|
| Jillian Harris | - | Southern New Hampshire Planning Commission |
| Fred Heinrich | - | Londonderry Fire |
| Al Raymond | - | Goffstown CERT |
| Kevin Pratt | - | Chief, RFD/OEM, Town of Raymond |
| Rich Antoine | - | Chester Fire Dept. |
| Janet Chamberlain | - | New Boston Fire Dept. |
| Scott Wiggin | - | Chief, Bedford Fire |
| George Klauber | - | Chief, Derry Fire, EMD |
| Marsha Haines | - | Red-Cross |
| Daniel Snyder | - | Southern New Hampshire Planning Commission |

GUEST

| | | |
|---------------|---|--------------------------------------|
| Phil Alexakos | - | City of Manchester Health Department |
|---------------|---|--------------------------------------|

1. WELCOME AND MINUTES

Jillian Harris welcomed everyone followed by a brief round of introductions. The minutes from March 28, 2013 were approved.

2. EMERGENCY MESSAGE BOARDS UPDATE

Ms. Harris gave an update on the Emergency Message Boards on behalf of Chief Campasano. A Memorandum of Understanding was included in the handout packet that all attendees picked up along with the agenda. By the end of July, members of the SNHRCPP are asked to bring the MOU back to their local governing body to receive approval of participation in the LED Message Board program facilitated by the City of Manchester through a 2008 State Homeland Security Program grant. After this step, serial numbers will be assigned to the LED Message Boards and readied for distribution. These message boards will be for emergency use only, as determined by the local community. There was concern over the location of the signs and the importance of having them mobile to best serve communities. The message boards

have already been purchased. Chief Campasano will resend the message board specs to members.

3. REGIONAL COORDINATING COUNCIL (Bioguys) HAZARD VULNERABILITY ASSESSMENT

Phil Alexakos provided an overview of regional hazard vulnerability assessment that the City of Manchester is finalizing. The purpose of conducting hazard vulnerability assessments is to evaluate the impacts hazards would have on health care, behavior health, and public health systems such as infrastructure and staff resources. By identifying risk mitigation strategies, a community can reduce the effects of a range of emergencies. Each category of hazard (hurricane, windstorm, floods, influenza pandemic, etc.) were scored according to how prepared a community would be if an extreme event occurred.

Mr. Alexakos described areas of opportunity that all towns and regions can do to improve preparedness in communities. Conducting outreach to faith based and active civic organizations that could be trained to administer emergency responsibilities would limit occurrences of spontaneous volunteers that have the potential to cause confusion and slow down professionals. Medical surge was an area that more work needed to be done to adequately serve residents' medical needs. Hazard vulnerability assessments provide insight as to what needs to be addressed, so that when a real emergency occurs it will be improved. Continuing to conduct public outreach and educate citizens will serve to familiarize them with resources and steps to take to prepare themselves and others.

4. PLAN IMPLEMENTATION UPDATES

Ms. Harris updated the group on several items:

- The disaster readiness survey has been completed and copies of a flyer advertising the survey were handed out. Members of the SNHRCPP are asked to post the flyer and promote the survey in their community to gauge the level of preparedness. Including a link to the survey in emails is an effective method.
- In anticipation of Nation Preparedness Month, members are asked to submit to SNHPC events that will be held during September to raise awareness and the particular topic that the town will be covering. This information will be entered into a regional calendar to promote the events on the website.
- A first draft of the 30 minute community preparedness PSA outline and discussion topics was handed out to all attendees. Members are encouraged to review the document and provide feedback to SNHPC. This video will be shown on local access television and possibly available at libraries for residents to take out. Manchester Fire Preparedness will assist in producing the video.

- The community of Windham will be included in the SNHRCPP website, now that they have joined the regional planning commission.
- The resources section on the website is in the process of expanding to include information on how to prepare in an event of a man-made disaster, such as terrorism or a school shooting.

5. NEXT STEPS

Ms. Harris will keep the committee updated and ask for follow-up tasks to be completed via email in between meetings.

6. ADJOURNMENT

The meeting was adjourned at 11:06 AM.

NEXT MEETING

The next meeting of the SNHRCPP committee will be held in August/September 2013. Date TBD.



Southern New Hampshire Region Community Preparedness Program

August 26, 2013
10:00 am

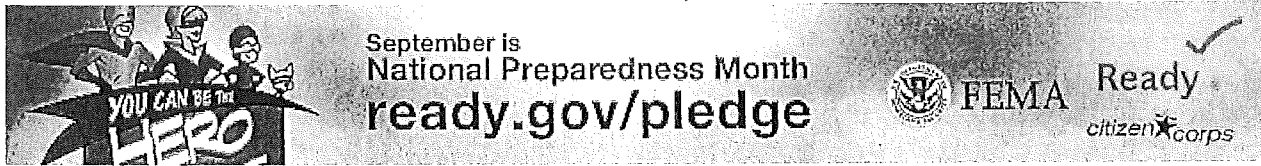
Southern New Hampshire Planning Commission Offices
438 Dubuque St.
Manchester, NH 03102

AGENDA

- 1. Welcome and Minutes – Jillian Harris, SNHPC**
- 2. Annual Election of Officers – Jillian Harris, SNHPC**
- 3. Emergency Message Boards Update – Deputy Chief Nick Campasano, Manchester Fire Dept.**
- 4. Preparedness Video Coordination – Jillian Harris, SNHPC**
- 5. National Preparedness Month Activities – Jillian Harris, SNHPC**
- 6. Emergency Preparedness Survey Questions – Jillian Harris, SNHPC**
- 7. Next Steps**
- 8. Adjournment**

For Immediate Release August 20, 2013

Contact: Jillian Harris, 603-669-4664



Southern New Hampshire Region Community Preparedness Program to participate in September's National Preparedness Month

This September: You Can Be the Hero

(Manchester, NH) –

This September is National Preparedness Month (NPM). The Southern New Hampshire Region Community Preparedness Program (SNHRCPP) has committed to participate in National Preparedness to increase preparedness throughout the U.S. The event, now in its ninth year, is a nationwide, month-long effort hosted by the *Ready* Campaign and Citizen Corps, encouraging households, businesses and communities to prepare and plan for emergencies. SNHRCPP is participating this year by addressing various preparedness topics at outreach events happening in our communities in September.

One of NPM's key messages is: be prepared in the event an emergency causes you to be self-reliant for three days without utilities and electricity, water service, access to a supermarket or local services, or maybe even without response from police, fire or rescue. Preparing can start with four important steps:

1. Get an emergency supply kit
2. Make a plan for what to do in an emergency
3. Be informed about emergencies that could happen in your community, and identify sources of information in your community that will be helpful before, during and after an emergency.
4. Get involved

Preparedness is a shared responsibility; it takes a whole community. This year's National Preparedness Month focuses on turning awareness into action by encouraging all individuals and all communities nationwide to make an emergency preparedness plan.

Scheduled National Preparedness Month events include:

Goffstown:

- Goffstown Police Dept. Open House – Winter storm preparation
Sept. 14, 2013 from 12 PM – 4 PM
326 Mast Road, Goffstown, NH 03045

Deerfield:

- Deerfield Fair – Get a kit, make a plan, be informed
Sept. 26-29 2013
34 Stage Road, Deerfield, NH 03037
- Senior Luncheon
Sept. 12, 2013 at 12 PM

Deerfield Community Church Parish Hall
15 Church St., Deerfield, NH 03037

- Deerfield Food Pantry Distribution
Deerfield Community Church Parish Hall (rear entrance)
Sept. 20, 2013 from 10 AM - 12 PM
15 Church St., Deerfield, NH 03037

Additional National Preparedness Month events will be posted on snhrcpp.org.

SNHRCPP is a regional effort to increase community preparedness in the Southern New Hampshire region. Natural disasters will continue to threaten our communities, but with the right information, regional coordination and efficiency of resources, our communities will be better prepared to handle them.

For more information about the *Ready* Campaign and National Preparedness Month, visit Ready.gov or call 11-800-BE-READY, 1-888-SE-LISTO, and TTY 1-800-462-7585.

SNHRCPP – <http://www.snhrcpp.org>

SNHRCPP has been developed in response to the overwhelming need for community preparedness in our region and in the state of New Hampshire.

MANCHESTER EMERGENCY SHELTER COMMITTEE

MEETING AGENDA

August 29, 2013

- I. Committee update
 - A. New members
 - B. Vacancies
 - C. Contact information update
- II. Animal evacuation
 - A. Bus transportation for animals
 - B. Manchester Animal Rescue
- III. Emergency power in schools
 - A. Outcome of Memorial High School survey
 - B. Middle school quotes
 - C. Developing priority list
 - D. Subcommittee
- IV. Food service
 - A. Vendor list
 - B. Action plan
- V. Sheltering Annex
 - A. Plan writing
- VI. Adjourn

Agenda

Committee: Manchester 911

Date and Time: 8-12-2013 2 PM

Location: River's Edge Conference Center

Attendees: Campassano, D'Aprix, Hickey, Leary, Preston, Vaillancourt

Excused:

| Topic | Discussion | Conclusion | Next Steps | Assigned To |
|---|--------------------------|------------|------------|-------------|
| YWCA | | | | |
| On-Scene Times Review of Monthly Report | | | | |
| Clinical Cases | Fentanyl HTN | | | |
| Surveys | Deployment of new forms? | | | |
| Billing | | | | |
| Urgent Care Transfers | | | | |
| Narcotic Diversion | | | | |

Agenda

| Committee: Manchester 911 | | | | |
|--|--|------------|------------|-------------|
| Date and Time: 7-17-2013 9:30 AM | | | | |
| Location: Elliot Hospital - Conference Center - Room B | | | | |
| Attendees: Campassano, D'Aprix, Hickey, Preston, Vaillancourt | | | | |
| Excused: Leary | | | | |
| Topic | Discussion | Conclusion | Next Steps | Assigned To |
| Quarterly Meeting | Feedback (IV, Radio) | | | |
| On-Scene Times Review of Monthly Report | | | | |
| Clinical Cases | Hooksett Mutual Aid | | | |
| Surveys | Current Results | | | |
| | New questions - reviewed at June meeting. Status update? | | | |
| Billing | | | | |
| Employee Approvals | Current Applicants | | | |
| | Mentoring process discussion continued | | | |
| | Ability for medical director to review employee to review evaluations? | | | |
| | | | | |

Fire Commission Meeting
Report from the Fire Prevention Bureau
Tuesday September 10, 2013; 8:30am

Vacant & Abandoned Buildings: Since our last meeting there has been the normal movement in our Vacant & Abandoned inventory. Changes would include new properties added, usually inspired by Water Works shut off notices, and some removed through demolition, reconstruction projects, etc.; This fall, we will revisit most, if not all of the 98 properties on the excel data base, and that would include all of the 19 currently red 'X' placarded buildings inspected monthly. Single family, cape, ranch style, split level, boarded up and secured residential homes, we are not as concerned with. Vacant, abandoned and unsecured commercial properties, warehouses, apartment buildings, large buildings of any type are considered to have extraordinary hazards where our responders may apply a more measured approach. We provide that information through visible placards. Recently our City has seen an increase in the manufacture of methamphetamine. They are produced in what law enforcement calls, single pot methamphetamine laboratories. This activity is obviously secret and there is nothing that would preclude these labs from residing in an unsecured three decker.

Fire Prevention Week: Fire Prevention Week kicks off this year on Sunday October 6th 2013. In conjunction with the Fire Instructors and Officers Association of NH, the Fire Prevention Parade of past years has been changed to include the 3rd annual NH 9-11 Memorial Stair Climb at the Brady Sullivan Tower, 1000 Elm Street. Communities, collectors, individuals, the same list as before, are invited to provide a static display of old and new apparatus. Competition and awards, again, similar to prior years will be judged. Coffee and donuts provided in the morning, and, considering that the event is all downtown, there are other places participants/spectators can go.

September 11, 2013:

Beech Street Elementary School and Community Center is this years location for the September 11th ceremony and events. Meeting with Pat Snow regarding specific requests for Fire Department resources was made. A review of the agenda looks good as presented. The event will be held in the gymnasium with the 4th grade attending.

Inspections: Normal volume of inspections to include, certificate of occupancy inspections coordinated with the Planning and Community Development Office at City Hall. We continue to post office hours at Planning on Fridays 9 to 11am in the interest of streamlining the permitting process. Fire alarm system hazard reports, foster care, 24 hour community residences, neighborhood enhancement team activity, recreational fire permit site inspections, State of NH Annual Place of Assembly inspections, and others.

Edward O'Reilly
Chief of Fire Prevention
Manchester NH

Communications Division Fire Commission Briefing September 10, 2013

The Next Listed Agent Class is schedule for September 25, 2013. Active Listed Agents are 657. Applications are being taken at this time for the upcoming class.

Approximately 104 fire alarm inspections have been conducted in the past 2 months.

Approximately 59 work orders have been conducted in the past 2 months.

Radio Master Box in 0 Wire Master Box in service 0 Additional M Zones 0
6 Central Station accounts in Service

Fire Alarm notes:

- 26 active fire alarm applications, larger projects include:

VA Hospital:

Fire Alarm system is nearing completion. The federal inspectors have been conducting their test of the fire alarm system. We are waiting on the installation of the radio boxes that will monitor most buildings on campus

Mt. Carmel Nursing Home

Building interior renovation and fire alarm system upgrades of the property have begun. The first three phases of construction are complete. Total renovation is scheduled for completion in the fall of 2013.

300 Bedford St.

The Loft at Mill One still has outstanding issues with fire alarm and life safe issues dating back to March 2013.

195 McGregor St.

The electrical contractor for Millwest still has not delivered a complete fire alarm submittal to this office. Original plans were submitted to the fire department in July, 2013. Many deficiencies were found in the review. Contractor was notified and a partial submittal has since been received.

9/10/2013

Old Police Building:

Information is being collected and reviewed for the removal/relocation of city communications cables that run through the old police building. Another issue, the fire department radio tower, is guyed to the PD building. Information from a structural engineer regarding the removal of this guy wire has been sent to the Facilities Division for review.

Line work:

The technicians had to relocate a fire alarm circuit from a back alley near Prospect St. The utility pole that our cables were on was being removed due to its location is now in the middle of someone's driveway.

The technicians are presently working to relocate the fire alarm cables that currently go through the hold police station. We are also working with Info Systems to relocate all fiber optic cables that pass through the decommissioned building.

Fire alarm and Fiber optic cables transfers are ongoing as PSNH and Verizon continue with their utility pole replacement program through the city.

Radio:**UPS:**

The new UPS (Uninterrupted Power Supply) for dispatch has been installed with no issues.

Station Alerting:

We are in the process of ordering the replacement Station Alerting System. Zetron, the current alerting system in use, was selected to replace the existing.

Intertech Associates has been selected for the Public Safety Radio Communications Consulting Services. This study is to review the radio systems for the City of Manchester and the City of Nashua; with the possibility of a combined radio system. The preliminary report has been received and is under review.